

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Lead

BAND	GRADE	
NE	620	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are primarily responsible for performing lead functions for a work crew on an on-going basis. Duties include: providing direction on how to perform tasks; obtaining materials, parts and/or equipment needed to perform work; assigning and/or performing work projects; establishing deadlines; making as-builts for projects; writing work orders; picking up supplies; and, training employees.		
DISTINGUISHING CHARACTERISTICS: This is the third level of a five level maintenance series. The Maintenance Lead is distinguished from the Maintenance Specialist in that the Maintenance Specialist does not have lead responsibilities. It is further distinguished from the Field or Fleet Supervisor in that the Field and Fleet Supervisor have full supervisory responsibilities to include conducting and signing employee performance evaluations.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs lead-worker activities with personnel which includes: overseeing projects; training employees on proper methods and procedures; scheduling, assigning and/or performing and monitoring work; coordinating work with other departments or contractors; conducting safety meetings; and, inspecting projects in area of assignment.	Daily	
2.	Coordinates, builds and installs irrigation systems.	Varies	

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3.	Oversees and participates in the repair of streets, parking lots and curb gutters by sealing, patching, filling cracks and painting; setting forms and pouring concrete for sidewalks, curbs, driveways, washes and handicap ramps; installing and replacing traffic signs; laying-out permanent markings; grading areas to specifications; and, performing traffic control.	Varies	
4.	Coordinates and participates in operating and performing maintenance on various light to heavy equipment involved in the maintenance and upkeep of grounds and streets, such as street sweepers, sand trucks, path trucks, lawn mowers, service trucks, backhoes, cranes, graders, front-end loaders, dump trucks, vactors, jet rodders, water/wastewater taping machines.	Varies	
5.	Coordinates the repair and maintenance of fleet vehicles by development of RTA work orders, scheduling and monitoring work, service schedules, researching and ordering parts, tracking expenditures. Assists with vehicle maintenance repairs to include replacing air, hydraulic and anti-lock brakes; repairing transmissions; repairing light and heavy diesel engines and gas engines; working on electrical systems; repairing heating and cooling systems; repairing steering and suspension systems; welding and fabricating parts; and, troubleshooting problems. Operates diagnostic equipment and air driven tools.	Daily	
6.	Coordinates and performs standard construction activities to include: making as-builts for projects; and performing plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing activities.	Varies	

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7.	Coordinates and performs duties in the maintenance of parks and fields by maintaining and adjusting sprinkler systems; installing and repairing sound and light systems; and, maintaining pools and related equipment such as lighting, pumps and filters.	Varies	
8.	Oversees and performs landscaping and gardening duties by diagnosing problems with plants and prescribing proper treatments or solutions.	Varies	
9.	Collects and verifies information from the public, contractors, engineers, developers and vendors; receives complaints from public; and notifies required parties of work activities.	Varies	
10.	Completes work orders, orders supplies and other materials; picks-up supplies and materials.	Varies	
11.	Completes and maintains required records and reports which includes updating project files; coding and tracking expenditures; and, informing supervisor of daily departmental activities.	Daily	
12.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in construction, landscaping, street maintenance, and vehicle maintenance;
- Diagnostic computers and vehicle equipment repairs;
- Irrigation systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- City codes and ordinances, traffic laws, blue stake laws and water/systems regulations;
- Plant types and diseases;
- Sampling and collection procedures.

Skills (position requirements at entry):

Skill in:

- Training, scheduling and assigning work;
- Coordinating and organizing projects;
- Maintaining and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Performing landscape activities;
- Installing and repairing irrigation systems;
- Using and storing chemicals, herbicides and pesticides;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and five years of experience performing work at the skilled or journey level in street, vehicle maintenance, water, wastewater, or parks and maintenance; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require one or more of the following certifications depending on assignment:

- Confined Space/Training and Shoring Certification;
- Arizona Structural Pest Control Certified Applicators License;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Automotive Service Excellence Certification by the National Institute of Automotive Excellence;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

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